

# Requests for Information and Documents - Guideline 6.14.G (12/15/99)

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[Last Update: \(12/15/99\) ABachicha:dal - 6.14.G.0](#)

[FOIA Procedures - 6.14.G.1](#)

[Policy - 6.14.P](#)

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**Last Update: (12/15/99) ABachicha:dal -  
6.14.G.0**

This guideline has been reformatted for placement on Sandia's External Web site.

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## FOIA Procedures - 6.14.G.1

At times Sandia may receive Requests for Information from Contractors and other interested parties. Although Sandia is not required to release procurement information it has been determined that Sandia will only provide the name of awardee and award amount.


### Handling FOIA Requested - 6.14.G.1.a


If you receive a request for...	Then
the name of the awardee and the amount of the award	provide the information.

any other information relating to a procurement,	<p>if the request is oral, advise the Contractor that Sandia's documents are not releasable. However, they may submit a written report for the documents.</p> <p>Freedom of Information Officer Office of Public Affairs, DOE/AL PO Box 5400 Albuquerque New Mexico 87185-5400</p> <p>If the request is written then forward the request to the Procurement Operations Department, Procurement Policies and Procedures Team. The Procurement Operations Department will coordinate the request through the Corporate Contracts and Policy Management Department and will also be responsible for gathering the necessary data for all formal Request for Information.</p>
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Send feedback on ideas and information on this page to the Process Expert, Adolph Bachicha.

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